

motion by Vance 2nd by Kerley motion passed

COMMISSION MEETING WORK SESSION

November 17, 2015

1:08 PM Central

Tennessee Fire and Codes Academy

Minutes

Meeting was called to order at 1:08 PM by Chairman Finucane. Roll call was taken. **Commission members present:**

Commissioner Mark Finucane
Commissioner Darryl Kerley
Commissioner Thomas McCormack
Commissioner Michael Naifeh
Commissioner Stephanie Specht
Commissioner Charlie Vance
Commissioner Michael Slay
Immediate Past Director Roger Hawks

Executive Director Randy Fox
Fire Coordinator Rick Rochford
Fire Coordinator Steve Cross
Admin. Secretary Cheryl Deener

Commission members not present:

Commissioner Julie Mix McPeak
Commissioner Mathew Sorge
Commissioner Brian Biggs

Others Present:

| | |
|------------------|------------------------------------|
| Joe Underwood | Department of Commerce & Insurance |
| Laura Hartsfield | Department of Commerce & Insurance |
| Carey Kefauver | Department of Commerce & Insurance |
| David Dorris | Jackson Fire Department |
| Jeff Elliott | TFACA |

1. Status on proposed rules.

Per Joe Underwood, Legal Advisor - rules are still under review at the Attorney General's Office. (Delay due to employee turnover.) He will possibly provide an update by the next meeting or by email.

Discussion:

Rules evaluation projected to go to Governor's office possibly in the spring.

Rules covering:

- Reciprocity issues
- Update in standard from 2009 to 2014 for specific certifications.
- New standards for HazMat Technician, HazMat Incident Commander and Firefighter I & II.

Reciprocity:

Extended discussion on current rules and possible rule changes for future reciprocity applicants such as:

- Residency requirements.
- Documentation of sponsorship, letter of support, or employment confirmation for reciprocity applicants from the Department Fire Chief or a recognized agency.
- Applicant can't be out of service for more than 3 yrs.
- Must hold current certifications (not certificates of attendance).

Joe Underwood paused from the reciprocity discussion to introduce his legal staff:

Carey Kefauver – former District Attorney – Bedford County, previously worked for Director Farland. She will be working with the Fire Commission.

Laura Hartsfield – just started working for him yesterday. Recent law school graduate and passed the bar exam. She will be working with codes enforcement, building regulation and inspection. She also has a background in architecture.

Reciprocity discussion continued:

Concerns about:

- Applicants receiving reciprocity who live out of state and/or receive a letter of support or sponsorship and are not hired or are hired but remain hired only for a short period of time.
- Fire Chiefs' may be hesitant to hire applicants whose reciprocity is still pending.

It was mentioned that possibly, Fire Chief's may not be as hesitant to hire individuals without reciprocity who have certifications from IFSAC and ProBoard since we now recognize both national certifications. It would not be difficult for these applicants to receive reciprocity with either of these certifications.

Also, we need to protect the Tennessee tax payers and firefighters from the possibility of a large number of job shoppers needing reciprocity. It may place a huge burden on Commission and department resources.

As a final word on this discussion – residency and/or sponsorship is not a requirement for reciprocity.

2. Progression in testing.

Executive Director Fox provided the following information: a chart showing where you can get into the certification program on your HMA, Fire Investigator or Fire and Life Safety Educator. There are 3 options to test when you first get into the system. Then you can progress from there to HMO, to Fire Inspector or drop down from Fire and Life Safety Educator I to Fire and Life Safety Educator II or to Firefighter I to Firefighter II. Other areas: the drivers series – FAO (pumper or aerial driver), Wildland Firefighter I & II, and a choice of going to Airport Firefighter, Fire Instructor I, Fire Safety Compliance Officer I & II to Fire Instructor II, Fire Officer I to Incident Safety Officer (don't currently have this yet but we are working to get it done), and then go into the Fire Officer Series.

Discussion on the 30 day waiting period rule for testing for multiple certifications.

The question was asked if an applicant can test for a certification at any time provided that the certification is not related in the progression of that certification series. The possibility exists that an individual can take more than one test, on the same day, provided the test is taken at a different testing event and it is not in the progression of that certification series. However, no final decision was made on this subject. It will be discussed further at tomorrow's Business Meeting.

3. a. Discussion on letter from Capt. David Dorris, Jacksonville Fire Dept.

Captain Dorris discussed the possibility of scheduling Committee meetings on a yearly calendar (a year in advance), so they are afforded the opportunity to place these meeting on their schedule. Capt. Dorris stated that 16 Chiefs and Training Officers in western Tennessee have difficulty in making these meetings due to the extreme difficulty in adding them to a schedule that was approved a year in advance. Currently the rule is the date and time of the next Committee meeting is established at the Committee meeting in progress.

A suggestion was made to conduct a survey to get input from others on this matter. Executive Director Fox stated conducting a survey would not be a problem.

Advantages & disadvantages of scheduling Committee meetings a year in advance:

Advantages:

- Meetings could possibly coincide with Fire Chief's meeting so Commission members are able to do both.
- Easier to put together budget and travel plans a year in advance.
- Easier to acquire accommodations.

Disadvantages:

- Some individuals are not able to make their schedules a year in advance. Too many variables and unknown circumstances or events that may occur that would prove to make this process difficult.
- Unknown how many meetings will be scheduled in advance. Special circumstances may arise which may cause a change in a scheduled meeting. We may also have to add or cancel a future meeting. (Suggestion: Maybe schedule 2 semiannual Committee meetings in advance and schedule the rest as normal).

No decision was made on this matter. Chairman Finucane stated the subject will be reviewed to see if something can be worked up.

3. b. Acadis Rules and Practicals

The following questions were raised regarding Acadis and Practical testing.

- Where are the rules on how to use Acadis and also and exactly what information has to be entered into Acadis?
- Who can access Acadis?
- Who is able to communicate with Commission personnel? Why is there not a person on each department/agency that is the contact point for Commission personnel?
- Is it a requirement that department personnel go through their Training Officer to request a certification test?
- Why is the information that goes into Acadis not uniform across the board?

Practical testing was discussed regarding:

- Participant eligibility.
- The fire department's role and process in practical testing.
- The fact that practicals currently do not require pre-requisites or an application for participation, which may not be uniform.

3. c. Discussion on the Fire Officer Series.

If the requirements were completed before the end of the year, it falls under the previous standard. If not completed, it would fall under the 2014 standard which takes effect under the 2016 rules.

Members wanted to know the following information:

- Application for reciprocity comes through web forms and then goes to Richard Rochford. (Richard goes into Acadis and retrieves the information from web forms).
- Applications that are submitted are processed by Cheryl.
- In-service training is handled by Steve.

Motion to take a 10 minute break – passed.

3. d. Online Training

Discussion – (for in-service supplemental program)

Concerns:

- What is being told about what they can do is different from what the rules state.
- Rules for online training need to be updated.
- Most websites being used are eliminated due to the current rules.
- Why there is no requirement in the rules for the practical portion of an in-service program.

Other Information:

- Test bank has to be at least twice the size of the actual test.
- Participants can test more than once.
- Online training is stand-alone – not required to follow classroom training.
- One hour class coupled with practical to make 2-hour class.
- On April 14, the Commission approved 15 classes from Target Solutions: (one hour blocks)
 - o Most classes are in the 1 hour block
 - o One – 2 hour class
 - o One – ½ hour class
 - o One – 8 hour course
- Post all approved classes on website.
- Can ask to represent previous classes that were approved.

Discussion regarding developing online courses (per Jeff Underwood):

- Review testing phase for online courses in Acadis.
- 400 hour program for recruits – that would include classroom and drill field.
- Require recruits to buy premier package from Jones & Bartlet.
- Develop a process to monitor cadet's study habits and discipline.
- Vision: a 64 hour online class – once the written component is complete, the candidates are required to come on campus for 2 weekends to complete hands on portion.
- ACI most affordable track.
- Still tweaking program design and student success rate.

Chairman Finucane stated that we will revisit this discussion as a work session item for the next meeting. (All training, not just online training)

4. Next meeting:

February 17th & 19th, Murfreesboro. Work Session at 1:00 pm, Business Meeting at 9:00 am.

Tentative:

April 27th – 30th

Gatlinburg, TN

Business Meeting – 26th & 27th

(Work Session incorporated into Business Meeting)

Travel days: April 25th & 28th.

Meeting adjourned at 3:55 pm.

THE TENNESSEE COMMISSION ON FIRE FIGHTING PERSONNEL STANDARDS AND EDUCATION

BUSINESS MEETING **November 18, 2015**

The meeting of the Tennessee Commission on Firefighting Personnel Standards and Education was called to order by Chairman Mark Finucane at 9:00 A.M. on November 18, 2015 at the Tennessee Fire and Codes Academy (TFACA), 2161 Unionville-Deason Rd, Bell Buckle, TN 37020.

- I. Prayer**
- II. Pledge of Allegiance**
- III. Roll Call – Members Present:**

Commissioner Brian Biggs
Commissioner Mark Finucane
Commissioner Darryl Kerley
Commissioner Thomas McCormack
Commissioner Michael Naifeh
Commissioner Stephanie Specht
Commissioner Charlie Vance
Ex-officio non-voting member present: Immediate Past Director Roger Hawks

Members Not Present:

Commissioner Julie McPeak – (ex-officio non-voting member)
Commissioner Michael Slay
Commissioner Mathew Sorge

Commerce and Insurance / Fire Prevention Staff present:

Randy Fox – Executive Director – Fire Commission
Steven Cross – Fire Coordinator – Fire Commission
Richard Rochford – Fire Coordinator – Fire Commission
Joseph Underwood – Attorney – Dept. of Commerce and Insurance
Jeffrey Elliott – Fire Service Program Director - TFACA
Cheryl Deener – Administrative Secretary – Fire Commission

Guests:

| | |
|---------------|--------------------------------|
| Brent Sylar | Red Bank Fire Department |
| Mark Mathews | Red Bank Fire Department |
| Marcus Harney | LaVergne Fire Department |
| Chuck Swan | Hendersonville Fire Department |

IV. Minutes

Motion to approve the minutes from August 29, 2015 Business Meeting.

MOTION BY: Commissioner Biggs SECOND BY: Commissioner McCormack

Call for the question:

Commissioner McCormack wanted it emphasized that meeting minutes are very important. All meeting minutes should be proof read for punctuation, spelling, and grammar errors before being disseminated. He also suggested that a rough draft of the meeting minutes should be sent out for any comments to be submitted. Director Fox stated that proof reading the meeting minutes and sending them out for comments would not be a problem.

RESOLUTION:

Vote: 7 – Yea 0 – Nay 0 – Abstain

MOTION CARRIED

V. Announcements

- Director Fox congratulated Cheryl Deener on her birthday today.
- Chairman Finucane thanked Cheryl for all her hard work and the great job she is doing. He stated he has received positive comments about her from fire personnel across the state.
- Chairman Finucane also thanked Director Hawks and staff for the hospitality shown to Commission Meeting members here at TFACA.
- No other announcements.

VI. Guests

1. Jeff Elliott – Fire Service Program Director – TFACA; completed the following full service weekend events since the previous Business Meeting (August, 2015):
 - a. National Fire Academy (NFA) Tennessee/Virginia Weekend – 201 students attended – 70 were Tennessee firefighters. This was a very successful and pleasant experience.
 - b. For the September 24, 2016 Tennessee/Virginia Weekend we anticipate 7 classes to be made available. NFA informs us that we will be awarded 180 beds, 85 per state (to include students and chaperones). We will accept applications in April and May for the 2016 program.
 - c. On October 3rd & 4th, 2015 training classes were held at the Upper Cumberland in Cookeville where 200 students attended. This training was significant due to the fact that TFACA had 100% of extrication equipment present which allowed us to conduct an Advanced Extrication class.
 - d. The very next weekend, October 10th – 11th, 2015, the East Tennessee Fire Rescue Conference was held in the Kingsport Bristol area. Approximately 110 students attended the conference. During the conference we were awarded the National Fire Academy Direct Delivery class.
 - e. Attended the 7th Annual River Training Week held in Hardin County, Savanna, Tennessee. The training consisted of 17 classes which was attended by 300 firefighters, 200 of which were TFACA students.
 - f. On November 6, 2015 our fall firefighter recruit class graduated. We are pleased to announce that 100% of our HazMat Awareness and Operations students passed and 80% of our Firefighter I students passed. Of the 3 individuals who did not pass the Firefighter I, 2 scored a 69 which is one point away from passing.
 - g. The next recruit class is scheduled to begin February 8, 2016. We currently have 18 individuals registered.

VII. Communications

Received a letter from Captain David Dorris, Jackson Fire Department regarding the possibility of scheduling Committee Meetings on a yearly calendar (a year in advance), due to the fact that individuals who have to submit their calendars a year in advance have difficulty in receiving the time off to attend meetings. Captain Dorris is not currently present in this meeting but was present at yesterday's Work Session. This item on the agenda will be postponed and returned to if Captain Dorris joins us at today's meeting.

VIII. Executive Director's Report

1. Update on the status of ProBoard.

The Commission received all the necessary paperwork and began sending the paperwork to qualified individuals for certifications that are currently accredited by ProBoard. These individuals receive an application from ProBoard that is attached to the email informing them that they passed their test. If they wish to receive the ProBoard certification, the completed application and a \$15.00 fee must be returned to ProBoard. The completed application includes information from the Commission, which is complete prior to sending the email. ProBoard charges an annual fee of \$2,500.00. Each \$15.00 fee that is received by ProBoard from Tennessee certified students will be deducted from the \$2,500.00 annual fee.

Executive Director Fox will be attending the ProBoard Annual Conference in Orlando, FL on January 15th – 17th, 2016. The Tennessee Fire Commission, the National Fire Protection Association (NFPA) and a European country will be recognized and will be accepting new accreditations for their organizations.

2. New Position Status

Interviews for the position of Accreditation Manager were held during the 1st week of November, 2015. An offer was made to the selected individual and it was accepted. Our new hire, Ms. Linda Brown will start on December 1, 2015. Ms. Brown comes very well qualified as far as education and experience in the Fire Service. Looking forward to working with her.

IX. Old Business

1. Report from Legal on recent investigation of fraud allegation.

Attorney, Joe Underwood read the following recommendation:

"The Commission on Firefighting Personnel Standards and Education received an anonymous complaint alleging a former Examiner Coordinator administered an examination in an unauthorized area. A kitchen area in a local fire house for four (4) firefighter respondents. The complaint alleges concerns about the informal, openness in the administration of the examination, the integrity of the examination and possibility of collaboration and cheating at that time to obtain certifications. At the request and direction of Legal Counsel, Executive Director Fox and Timothy Commers, an investigator for the Department of Commerce and Insurance, conducted an investigation of these allegations. Investigators interviewed and obtained sworn statements from multiple persons, in particular those person's who took the examination on that day and place. The Investigators revealed that all of the respondents admitted to taking the examination during the determined time period which was proctored by the former Examination Coordinator in their fire hall. All the respondents understood the examination site to be authorized at the convenience of the Fire Department. All four (4) respondents denied that cheating or collaboration took place. One respondent firefighter provided information that he failed his HMO test at that time, as evidence of the test integrity. Investigation revealed that each

respondent confirmed that they did not go to Chattanooga or Mosheim, to take any training class or examination, therefore their location on Acadis is incorrect.

The investigation also revealed that the most likely facts are as follows:

1. That the former Examination Coordinator proctored an examination in the fire hall is likely to minimize his travel time and expenses.
2. The former Examination Coordinator likely entered the false examination site of Chattanooga and Mosheim into Acadis for personal reasons and/or to collaborate his examination schedule to the Commission.
3. It was unlikely there was any collaboration or cheating at this time during the examination process.

After reviewing the examination report concerning the evidence, Legal Counsel for the Commission recommends dismissing this complaint. It does not appear certifications obtained by the Respondents were obtained by fraud, collusion or misrepresentation or substantial mistake in violation of state law or Commission Doctrines.

Legal Counsel also recommends dismissal of complaint of the former Examination Coordinator is no longer a contractor for the Commission and any potential future harm by this person has been mitigated.”

Discussion:

Question: Commissioner Vance - What is the next step?

Response: Joe Underwood – Talk to Executive Director Fox on how to correct the information in Acadis, if possible.

Question: Commissioner Vance – Why are there no names on the report?

Response: Joe Underwood – It is standard practice to provided anonymous names so others can be impartial and be able to make a decision. If the Commission decided to go forward with formal action, at that time, the names would be released.

MOTION BY: Commissioner Kerley

SECOND BY: Commissioner McCormack

Motion to accept Legal Representative, Joe Underwood’s report and recommendation.

Call for the question – none.

RESOLUTION:

Vote: 7 – Yea 0 – Nay 0 – Abstain

MOTION CARRIED

2. Request to review progression in certification testing.

Executive Director Fox - the process was reviewed yesterday and was brought up today for action if necessary.

Hold over for the next meeting to see what the next step would be and to give everyone an opportunity to formulate an idea on how to proceed forward.

Executive Director Fox – will continue to administer the following current process:

- Students are required to wait 30 days between testing for any level of certification with the exception of HMA and HMO.
- Proposal – students will be able to take an examination on the same day, at two different testing events, as long as the certifications are not dependent upon one another or are in the progression of that certification series.

X. New Business

1. Reciprocity report September – October

Fire Coordinator Richard Rochford

- Report from August 1st through October 31st, 2015.
- Processed 168 reciprocities during this timeframe.
- Applicants ranged from one application to as high as 13 applications.
- Received an application from a member of Volkswagen's Industrial Fire Brigade. Fire Commission members will be meeting with Volkswagen's Fire Director and Administration to discuss further educational opportunities.
- As of November 1st, 55 applications for reciprocity have been received.

Discussion: Are we granting reciprocity to individuals from out of state who are not part of a recognized fire department/organization?

Fire Coordinator Rochford – We have been issuing reciprocity for applicants with a Department of Defense (DOD) certificate and applicants with ProBoard certification which often doesn't list where the certification came from.

Executive Director Fox – The Commission is in the process of changing the rules, but the changes are not in effect yet. Currently, they do not have to be a member of a Tennessee fire department in order to receive reciprocity. The proposed rule changes of applicants being required to be a member of a Tennessee fire department may be completed sometime in the Spring of 2016.

Commissioner Biggs – How will these issues be addressed with the DOD in the new rules change?

Executive Director Fox – Members of the DOD will have to be a member of a Tennessee fire department or seeking an application with a letter of support from a recognized Fire Department in Tennessee. This includes members joining a volunteer fire department.

Commissioner Kerley – Clarification, recognized fire departments are departments that are under the state Fire Recognition Act which goes through the County Commission, the State, then 911 areas. Must make sure we do not eliminate the DOD and Department of Energy Fire Departments.

Executive Director Fox – Will also have to decide on private fire departments such as FedEx. Thanked Fire Coordinator Rochford for his due diligence in completing reciprocity applications in a timely fashion.

Chairman Finucane – For clarification, all listed reciprocities meet our current rule.

Fire Coordinator Rochford – Yes.

No action needed on reciprocity report.

2. Consideration to approve courses.
 - a. Jackson Fire Department Training Program
 - Basic Extrication Course
 - Incident Safety Officer Course
 - Fire Department Apparatus Driver Operator Course

MOTION BY: Commissioner Specht SECOND BY: Commissioner Naifeh

Motion to approve the Basic Extrication Course, Incident Safety Officer Course and Fire Department Apparatus Driver Operator Course.

Call for the question – none.

RESOLUTION:

Vote: 7 – Yea 0 – Nay 0 – Abstain

MOTION CARRIED

- b. Oak Ridge Fire Department Training Request (Secret City Fire Officer Conference).
 - Program has already taken place. (Late request due to the transition of Josh moving to Montana). Request approval for 23 hours of specialized training (8 hours Gordon Gram and 15 hours for the 2-day class held on September 16th & 17th, 2015).

MOTION BY: Commissioner Vance SECOND BY: Commissioner Specht

Motion to approve the request for the 23 hours of specialized training – 8 hours Gordon Gram & 15 hours for the 2-day class held on September 16 & 17, 2015.

Call for the question – none

Roll Call Vote:

| | |
|------------------------|---------|
| Commissioner Biggs | Yea |
| Commissioner Finucane | Yea |
| Commissioner Kerley | Abstain |
| Commissioner McCormack | Yea |
| Commissioner Naifeh | Yea |
| Commissioner Specht | Yea |
| Commissioner Vance | Yea |

RESOLUTION:

Vote: 6 – Yea 0 – Nay 1 – Abstain

MOTION CARRIED

- c. TFACA Courses
 - Fire Officer Curriculum – has officially moved to the Jones & Bartlett curriculum which is correlated to the new NFPA Standard. TFACA has coordinated with the Fire Commission Coordinators so the program is in line with the class and the practicals. Curriculum has not changed other than updating to the new Standard.

MOTION BY: Commissioner McCormack

SECOND BY: Commissioner Vance

Motion to approve the new Jones & Bartlett curriculum for the Fire Officer Series.

Call for the question – none.

RESOLUTION:

Vote: 7 – Yea

0 – Nay

0 – Abstain

MOTION CARRIED

- Fire Department Incident Safety Officer. The Fire Commission is moving forward in offering this as a new certification. Will be utilizing the Jones & Bartlett textbook, 3rd edition for the curriculum for this certification. We anticipate this to be a 40 hours class. A 40-hour pilot course will also be offered for this certification. The goal is to have a 40 hour class and have the students come back on Friday afternoon to sit for the written exam. Will get with the Fire Commission on the practical for this certification.

Confusion may occur due to the NFA supporting a 2-day Incident Safety Officer class. We are already receiving calls from individuals wanting to know if this class will suffice for the requirements for our Fire Department Incident Safety Officer. It does not and it does not meet the JPR's of the certification. Last NFA update was 2010.

MOTION BY: Commissioner Biggs

SECOND BY: Commission Vance

Motion to approve the TFACA Fire Department Incident Safety Officer course.

Call for the question – none

RESOLUTION:

Vote: 7 – Yea

0 – Nay

0 – Abstain

MOTION CARRIED

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- d. Cleveland Fire Department Fire Officer I course. (Must be added to agenda). Training Captain Pete Vandusen of the Cleveland Fire Department submitted request for approval to conduct the Fire Officer I certification course. Information was late due to the requested information was submitted in Acadis instead of Web Forms.

MOTION BY: Commissioner Naifeh

SECOND BY: Commissioner Specht

Motion to add Cleveland Fire Department's request to the agenda.

Call for the question – none.

RESOLUTION:

Vote: 7 – Yea

0 – Nay

0 – Abstain

MOTION CARRIED

The Cleveland Fire Department Fire Officer I course will be done to the 2014 Standard with 80 hours of classroom instruction.

MOTION BY: Commissioner Vance SECOND BY: Commissioner Specht

Motion to approve the Cleveland Fire Department's Fire Officer I course.

Call for the question: Commissioner Vance – what criterion determines who teaches this course? When a department submits a request for a course to be approved, they must also submit the qualifications for the individual responsible for teaching the course.

Response: Executive Director Fox – The instructor must have some type of instruction background but does not have to be Tennessee State certified.

RESOLUTION:

Vote: 7 – Yea 0 – Nay 0 – Abstain

Motion Carried

e. Request to add IAAI Training to the agenda.

MOTION BY: Commissioner Naifeh SECOND BY: Commissioner Kerley

Motion to add IAAI Training to the agenda.

Call for the question – none.

RESOLUTION:

Vote: 7 – Yea 0 – Nay 0 – Abstain

Motion Carried

The IAAI Conference has already been held. It was held in August, 2015. The organization provided the necessary documents (late) and Executive Director Fox was unable to access them. This program has been conducted in the past, however, they were in transition and the information was not submitted ahead of time, which is the reason it is being presented today. The class is a 32 hour class (which was based on previous classes that had been reviewed by the Commission).

MOTION BY: Commissioner Biggs SECOND BY: Commissioner Specht

Motion to approve IAAI training hours at 32 hours.

Call for the question: Commissioner Naifeh – Request approval of in-service hours for individuals who attend these types of conferences. Place on agenda for Work Session.

RESOLUTION:

Vote: 7 – Yea 0 – Nay 0 – Abstain

Motion Carried

3. Educational Incentives for 2015

Executive Director Fox – already receiving requests for educational incentives for 2015. Will begin processing them and with your approval will forward them to Fiscal for final processing.

MOTION BY: Commissioner Biggs

SECOND BY: Commissioner Vance

Motion to approve Executive Director Fox’s request to begin submitting educational incentives to Fiscal for processing.

Call for the question: none.

RESOLUTION:

Vote: 7 – Yea 0 – Nay 0 – Abstain

Motion Carried

4. Report on 2016 In-Service Training Programs

Executive Director Fox – Information on the 2016 in-service training Programs was handed out at the Work Session, yesterday. The Commission received requests from Chattanooga Airport Fire Department, Blount County Fire Department and Ashland City Fire Department to add in-service training programs in 2016. The following information is provided as a clarification as to why each of these programs did not meet the November 1, 2015 deadline.

- Ashland City FD met the required submission of 40 hours after the 1st deadline which was in addition to their 40 hours that was already approved.
- Blount County FD had medical issues with the personnel responsible for submitting the required information.
- Chattanooga Airport FD submitted information inside Acadis instead of Web Forms. Fire Commission personnel were not aware that the information was submitted in that format.

Fire Commission Coordinator Cross

- As of November 2nd or 3rd, the Fire Commission received 101 fire departments submitting 104 requests for in-service programs. (Memphis & Chattanooga had multiple programs).
- The Commission was able to give 102 approvals or conditional approvals for in-service programs.
- Fire departments across the State of Tennessee submitted 999 training classes.
- The Fire Commission went to the Maryville Fire Department in Western Tennessee on November 2, 2015, TFACA on November 10, 2015 and Germantown Fire Department on November 12, 2015 to conduct peer reviews.
- Pleased to announced the addition of six (6) new fire departments to the membership roster:
 - o Atoka Fire Department
 - o Oliver Springs Fire Department
 - o Cumberland County Fire Department
 - o Munford Fire Department
 - o Rural Metro FedEx Fire Department
 - o Trenton Fire Department
- Lost Rocky Top Fire Department - Previously Lake City FD - (Chief passed away).

Requested awarding substitution of 5 training hours for peer reviewers towards their 2015 in-service hours.

MOTION BY: Commissioner Biggs

SECOND BY: Commissioner Kerley

Motion to approve 5 hours of in-service training substitution to be awarded to peer reviewers' event participants.

Call for the question – none

RESOLUTION:

Vote: 7 – Yea 0 – Nay 0 – Abstain

MOTION CARRIED

MOTION BY Commissioner McCormack

SECOND BY: Commissioner Specht

Motion to approve the 2016 In-Service Training Report in its entirety.

Call for the question – none

RESOLUTION:

Vote: 7 – Yea 0 – Nay 0 – Abstain

Motion Carried

MOTION BY: Commissioner Biggs

SECOND BY: Commissioner McCormack

Motion to break for 10 minutes.

Motion Carried

5. Request from Marcus Harney to release Chris Atkin's Firefighter I from abeyance.
 - Captain Harney and Chris Atkins appeared to receive approval to release Chris Atkins Firefighter I from abeyance. FF Atkins passed FFI in 2009 however it was under NFPA 2001 Standard. FF Atkins in 2014 completed his Firefighter I & II Live Burn and passed his HMO certification on July 25, 2015.

MOTION BY: Commissioner Specht

SECOND BY: Commissioner Biggs

Motion to release Firefighter Chris Atkins Firefight I from abeyance.

Call for the question – none.

RESOLUTION:

Vote: 7 – Yea 0 – Nay 0 – Abstain

Motion Carried

6. Audit Reports for 2014 In-Service Training (18)

MOTION BY: Commissioner: McCormack

SECOND BY: Commissioner Naifeh

Motion to approve audits conducted at Springfield FD, Ashland City FD, and Lewisburg FD.

Call for the question – none.

RESOLUTION:

Vote: 6 – yea 0 – Nay 1 – Abstain (Commissioner Vance)

Motion Carried

MOTION BY: Commissioner Biggs SECOND BY: Commissioner Naifeh

Motion to approve the audit conducted at Blount City FD.

Call for the question – none.

RESOLUTION

Vote: 6 – Yea 0 – Nay 1 – Abstain (Commissioner Slay)

Motion Carried

MOTION BY: Commissioner Vance SECOND BY: Commissioner Biggs

Motion to approve the audit conducted at Elizabethton FD and Johnson City, FD.

Call for the question – none.

RESOLUTION

Vote: 6 – Yea 0 – Nay 1 – Abstain (Commissioner Sorges)

Motion Carried

MOTION BY: Commissioner Biggs SECOND BY: Commissioner Naifeh

Motion to approve the audit conducted at Sevierville FD and Cocke County FD.

Call for the question – none.

RESOLUTION:

Vote: 6 – Yea 0 – Nay 1 – Abstain (Commissioner Specht)

Motion Carried

MOTION BY: Commissioner Naifeh SECOND BY: Commissioner Specht

Motion to approve the audit conducted at the Martin FD and Lexington FD.

Call for the question – none.

RESOLUTION:

Vote: 6 – Yea 0 – Nay 1 – Abstain (Commissioner Biggs)

Motion Carried

MOTION BY: Commissioner Biggs

SECOND BY: Commissioner McCormack

Motion to approve the audit conducted at the Collierville FD and Bartlet FD.

Call for the question – none.

RESOLUTION:

Vote: 6 – Yea 0 – Nay 1 – Abstain (Commissioner Naifeh)

Motion Carried

MOTION BY: Commissioner Vance

SECOND BY: Commissioner Kerley

**Motion to approve the audit conducted at the following fire departments:
Harriman FD, Dayton FD, Oak Ridge FD, Chattanooga FD and the Soddy Daisy FD.**

Call for the question – none.

RESOLUTION:

Vote: 6 – Yea 0 – Nay 1 – Abstain (Commissioner Finucane)

Motion Carried

XI. Public Comments and/or Suggestions

None received.

XII. DATES OF FUTURE MEETINGS

Work Session - February 17, 2016 @ 1:00 PM
Business Meeting - February 18, 2016 @ 9:00 AM
Embassy Suites
Murfreesboro, TN

April 26th & 27th, 2016
All day meetings – both days.
Business Meeting (In conjunction with the TN Fire Chief’s Meeting)
Park Vista Hotel
Gatlinburg, TN

MOTION BY: Commissioner Specht

SECOND BY: Commissioner McCormack

Motion to approve future meeting dates.

Call for the question – none.

RESOLUTION:

Vote: 7 – Yea 0 – Nay 0 – Abstain

Motion Carried

MOTION BY: Commissioner Mc Cormack

SECOND BY: Commissioner Specht

Motion to adjourn.

Call for the question – none.

RESOLUTION:

Vote: 7 – Yea 0 – Nay 0 – Abstain

Motion Carried